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COMMENTS ON IG REPORT

There are 110 positions on the Clandestine Services T/O at the GS-07 to GS-11 level titled Admin Officer or Admin Assistant. 102 of these positions carry a Clandestine Services designation and 8 have a DDS designation. Currently, 24 of these positions are incumbered by DDS officers.

In order to make sure that all field installations are receiving the proper type of administrative support, the Clandestine Services Personnel Division has initiated the following actions:

- a. A complete review of all Administrative Assistant and Officer positions in the CS.
- b. Requested that Classification and Wage Division, Office of Personnel, review all of the above positions to determine whether they are properly titled and designated, and to what degree the duties involve finance, logistics, personnel, etc.
- c. A qualification review (education, work experience, training) of all the incumbents of these positions.
- d. A review by the CMO/DDS and CSPD of the files of CS employees incumbering these positions for possible transfer to SA Career Service.
- e. A review of training required for these administrative positions to make sure that any prospective candidate has received adequate formal and on-the-desk training prior to being assigned to an administrative position.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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